



MISSOURI DEPARTMENT OF HEALTH AND  
SENIOR SERVICES  
**INVITATION FOR PROPOSAL (IFP)**

**Issue Date: October 1, 2004**  
**IFP #0506**

**PROPOSAL MUST BE RECEIVED  
NO LATER THAN:**

Date: **October 20, 2004**  
by  
Time: **3:00 P.M.**

For more information contact:  
Shalonda Graham  
Buyer of Record, at (573) 526-3222

This document is a formal invitation for sealed proposals, including prices, from qualified individuals and organizations to furnish those services described herein. **OFFERORS PLEASE NOTE: Offers shall be submitted in a sealed envelope marked on the outside (in the lower left corner) with the following information: "PROPOSAL ENCLOSED- IFP # 0506". Offerors using commercial carrier services shall ensure that the outermost envelope or wrapper used for delivery is marked in this manner.**  
**RETURN ORIGINAL AND 3 COPIES OF PROPOSALS TO:** Missouri Department of Health and Senior Services, Division of Administration, Bureau of Contracts and Procurement, on or before the time and date listed above. Faxed copies will not be accepted.

Contract Title: **Team Nutrition Training**

Contract Period: **Date of Award through June 30, 2005**

The provider shall state firm, fixed total amount requested.....\$\_\_\_\_\_

Certified Minority or Woman Owned Business: ☐ MBE ☐ WBE ☐ N/A

The offeror hereby agrees to provide services at the prices quoted, pursuant to the requirements of this document and further agrees that when this Invitation for Proposal is countersigned by an authorized official of the Missouri Department of Health and Senior Services, a binding contract, as defined herein, shall exist between the offeror and the Missouri Department of Health and Senior Services.

OFFEROR'S SIGNATURE:



OFFEROR'S PRINTED NAME:

ORGANIZATION:

DATE OF PROPOSAL:

ADDRESS:

TELEPHONE NO:

CITY, STATE, ZIP CODE:

FAX PHONE NO:

STATE VENDOR NO. (IF KNOWN):

FED. TAX I.D. NO:

**THIS SECTION FOR DEPARTMENT OF HEALTH AND SENIOR SERVICES USE ONLY**

FUND SOURCE

☐ STATE \_\_\_\_\_ %  
☒ FEDERAL \_\_\_\_\_ 100%

CFDA NO.

10.554

CFDA TITLE:

Team Nutrition Grants

**NOTICE OF AWARD**

This bid is hereby accepted by the Missouri Department of Health and Senior Services.

Amount Awarded \$\_\_\_\_\_

RECOMMENDED FOR APPROVAL BY: (DIVISION / CENTER DIRECTOR SIGNATURE)



DATE:

CONTRACT NUMBER:

SIGNATURE OF MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES REPRESENTATIVE  
AUTHORIZED TO SIGN CONTRACT:



MARK R. READING, DIRECTOR, DIVISION OF ADMINISTRATION

DATE:

## **1. INTRODUCTION AND GENERAL INFORMATION**

### **1.1 Introduction**

- 1.1.1 This document constitutes an invitation for competitive, sealed proposals for the provision of services as set forth herein.
- 1.1.2 Organization of this Invitation for Proposal (IFP) document is divided into the following parts:
  - 1. Introductions and General Information
  - 2. Contractual Requirements
  - 3. Proposal Submission Information
  - 4. Attachment 1

### **1.2 Pre-Proposal Conference**

- 1.2.1 There will be no pre-proposal conference regarding this Invitation for Proposal. Questions may be directed to Shalonda Graham in the Bureau of Contracts and Procurement, Department of Health and Senior Services, by e-mail: [grahas@dhss.mo.gov](mailto:grahas@dhss.mo.gov) or by phone: 573-526-3222.

### **1.3 Background Information**

- 1.3.1 Missouri Department of Health and Senior Services (MDHSS), Nutrition Policy and Education Unit (NPE), was awarded a United States Department of Agriculture (USDA) Team Nutrition (TN) Training Grant for the time period October 1, 2003 to September 30, 2005. Team Nutrition is an integrated, behavior-based, comprehensive plan for promoting the nutritional health of children participating in Child Nutrition Programs nationwide. The goal of Team Nutrition is to improve children's lifelong eating and physical activity habits by using the principles of the *Dietary Guidelines for Americans* and the Food Guide Pyramid. In order to implement programs that will assist Missouri pre-schoolers and students in making healthful nutrition choices for improved health status, the MDHSS will engage in all three of the Team Nutrition behavioral strategies:
  - 1. Delivering training and technical assistance to foodservice professionals;
  - 2. Supporting nutrition education that delivers consistent Team Nutrition messages; and
  - 3. Building school and community support for healthy nutrition and physical activity. School and community support for Team Nutrition concepts will award contracts in a total amount up to \$16,853 to public and non-public schools and childcare centers for implementing components of *Changing the Scene*.

The state of nutritional health among Missouri children is significantly worse than national averages for indicators of at-risk for overweight and overweight. Rates of Type

2 diabetes in the youth population, with a strong link to overweight, are also increasing. Program-specific population data from the 2000-2001 school year indicate adolescents' body mass index-for-age greater than or equal to the 95th percentile to be 22.7 percent<sup>1</sup>, an increase from 18.6 percent reported in 1999<sup>1</sup> and well above the national average of 14 percent overweight adolescents<sup>2</sup>. Only 18.7 percent of students eat five or more servings of fruit and vegetables per day<sup>3</sup>. Only 64.7 percent of students exercised or participated in physical activity for at least 20 minutes<sup>3</sup>, and only 55.9 percent attended physical education one or more days during an average school week<sup>3</sup>.

Changing the school nutrition environment is crucial for improving children's dietary and physical activity habits. Missouri Team Nutrition contracts will focus on the third behavioral strategy, building school and community support by adopting and implementing school policies that promote healthy eating and physical activity. USDA developed *Changing the Scene: Improving the School Nutrition Environment* ([www.fns.usda.gov/tn/Healthy/changing.html](http://www.fns.usda.gov/tn/Healthy/changing.html)), to guide schools, childcare providers and communities in creating a healthy nutrition environment. A school must be enrolled as a Team Nutrition school prior to the award of a contract. The use of multiple communication channels including foodservice initiatives, classroom activities, school-wide events, home activities, community programs and events, and media events and coverage is encouraged.

Statewide collection of baseline data and a follow-up survey using a modified *Changing the Scene* checklist will determine the success of statewide Team Nutrition activities in creating healthier school nutrition and childcare environments in Missouri. Baseline measurements will include information regarding nutrition education in the classroom, food and beverage vending, and school nutrition policies. Contract recipients will further determine the success of individual projects using a locally developed evaluation process. Technical assistance will be provided as needed for obtaining media coverage for the promotion of activities undertaken by the contracts and for development of nutrition policy.

Missouri Team Nutrition activities are a collaborative effort of the Department of Health and Senior Services, Nutrition Policy and Education Unit, Child and Adult Care Food Program and Healthy Community Nutrition Education Initiative (HCNEI) Coalitions, and the Department of Elementary and Secondary Education.

- 1.3.2 For additional information about MDHSS child nutrition programs, see <http://www.dhss.state.mo.us/MissouriNutrition/>.

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<sup>1</sup> *Dietary Intake Summary Report: The Missouri School-Age Children's Health Services Program School Year 2000-2001*, Missouri Department of Health and Senior Services, Division of Nutritional Health and Services, [http://www.dhss.state.mo.us/dnhs\\_pdfs/R\\_OSEP\\_diet\\_intake\\_school-age\\_00-01.pdf](http://www.dhss.state.mo.us/dnhs_pdfs/R_OSEP_diet_intake_school-age_00-01.pdf) (April 1, 2004).

<sup>2</sup> The Surgeon General's Call To Action to Prevent and Decrease Overweight and Obesity 2001, U.S. Department of Health and Human Services, Public Health Service, Office of the Surgeon General, p. 11, [www.surgeongeneral.gov/library](http://www.surgeongeneral.gov/library) (April 1, 2004).

<sup>3</sup> Missouri Department of Elementary and Secondary Education, Unpublished data from the *Missouri Youth Risk Behavior Survey*, Missouri Department of Elementary and Secondary Education, Jefferson City, 2001.

1. For additional information about USDA's Team Nutrition, see <http://www.fns.usda.gov/tn/>.
  2. For additional information or to order a free copy of USDA's *Changing the Scene* action kit, go to <http://www.fns.usda.gov/tn/Healthy/form.htm>.
- 1.3.3 Although an attempt has been made to provide accurate and up-to-date information, the State of Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Invitation for Proposal.

#### **1.4 Purpose and Goals**

- 1.4.1 The purpose of Team Nutrition contracts will be to support improvements in childcare and school nutrition environments that lead to healthy nutrition behaviors in affected children.
- 1.4.2 Missouri contract activities will address one of the following components of a healthy nutrition environment as identified in USDA's *Changing the Scene* action kit:
1. A Commitment to Nutrition and Physical Activity,
  2. Other Healthy Food Options,
  3. Nutrition Education, or
  4. Marketing.
- 1.4.3 Goals of Team Nutrition contracts are:
1. Improve Missouri children's knowledge and skills to make healthy eating and activity choices through nutrition education that reinforces Team Nutrition (TN) messages.
  2. Increase support for schools and childcare centers to implement policies and environmental changes that promote healthy eating and increased physical activity.
  3. Increase public awareness of local TN activities through media coverage.
  4. Increase the use of effective communication channels for nutrition education.
- 1.4.4 The Contractor shall deliver Team Nutrition messages within local school districts, individual schools or childcare centers. The four TN messages or desired behavior outcomes are:
1. Eat a variety of foods,
  2. Eat more fruits, vegetables, and grains,
  3. Eat lower fat foods more often, and
  4. Be physically active.

- 1.4.5 These messages are to be delivered using the framework of *Changing the Scene: Improving the School or Childcare Nutrition Environment*. Nutrition policy that supports a healthy school/childcare center environment will be developed, although policy implementation may or may not be completed during the time period of the grant. Activities shall focus on one of four *Changing the Scene* components;

1. A Commitment to Nutrition and Physical Activity,
2. Other Healthy Food Options,
3. Nutrition Education, or
4. Marketing.

## **1.5 Funding/Allowable Costs**

- 1.5.1 Contracts in an amount of up to \$5,000 will be awarded to schools and up to \$2,500 will be awarded to childcare centers. Multiple awards may be made to schools and childcare centers in a total amount up to \$16,853.
- 1.5.2 Funds may not be used for staff salaries, conference registration, professional development, lodging and travel (except mileage reimbursement for planned TN activities).
- 1.5.3 Funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food must be related to nutrition education activities specified under objectives of the contract proposal or work plan. Team Nutrition funds should not be used to purchase a meal or snack for anyone.
- 1.5.4 Funds may not be used to purchase foodservice operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands on food experiences may be permissible if such activities are part of the integrated nutrition education lessons specified under objectives of the proposed contracts. Teachers' commitment to teach nutrition in the classroom and share use of the purchased mobile kitchen equipment among other teachers within the same school building, if applicable, should be clearly indicated in the contract proposal. A total expenditure of food and nutrition related equipment purchases should not exceed 10% of the total contract awarded.
- 1.5.5 Funds may not be used to purchase medical equipment or health services related to health assessments such as obtaining clinical data on nutritional status, chronic disease or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron level are not allowable costs under the TN grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurses' office, students' health care provider or the individual student's knowledge.

- 1.5.6 While being physically active is one of the desired behavior outcomes of TN, it is not the main mission or focus of the Child Nutrition Programs and expenses should reflect this accordingly. Physical activity messages and activities should always contain a joint physical activity and nutrition message, such as “balance your day with food and play” (Eat Smart. Play Hard.<sup>TM</sup>) While it might be permissible to use contract funds to purchase posters, pamphlets, audiovisuals, and small consumable supplies such as a few classroom jump ropes or hula hoops to help teachers promote life-long physical activity habits as part of a classroom nutrition education activity, TN funds are not intended to subsidize the regular physical education program in the school. The costs associated with physical activities should not significantly detract from funds for promoting healthy eating.

Funds may not be used to purchase playground equipment, exercise or sports equipment, sports lessons (swimming, skating, etc.) or to pay for the services of a for-profit physical fitness organization. Students should not be given the message that they must belong to a health club in order to be physically active. Schools are encouraged to look to other funding sources for physical activity such as forming partnerships with local non-profit organizations such as the YMCA, YWCA, Sierra Club and others in providing the kind of resources that might continue to supplement this type of activity when the TN grant dollars are no longer available at the school.

- 1.5.7 The purpose of the Team Nutrition contracts is to promote Team Nutrition messages, not Team Nutrition, itself. Any promotional item or incentive should promote one or more of the Team Nutrition messages or refer the target audience to a website that provides Team Nutrition messages. Any cost associated with such promotions or incentives must be reasonable in comparison to the contract funding.
- 1.5.8 It is recognized that some of the Team Nutrition materials promote activities related to gardening, and gardening is an excellent way to involve the entire school, parents and the community in a TN activity. If the contract recipient(s) specifies a gardening activity, TN funds may be used to purchase a reasonable amount of supplies (e.g., seeds, a few bags of potting soil and starter pots) for classroom gardening projects or even a few shovels and hoes for a school gardening project. Funds may not be used to purchase bulk supplies such as topsoil, irrigation supplies, fencing or any type of large equipment such as a tiller or greenhouse.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the Team Nutrition contract period.

## **2. Contractual Requirements**

### **2.1 General Requirements**

- 2.1.1 The Contractor shall deliver Team Nutrition messages within local school districts, individual schools or childcare centers during the contract period of date of award through June 30, 2005.
- 2.1.2 To qualify for a Team Nutrition contract, a school shall currently be enrolled as a Team Nutrition school or show evidence of recent Team Nutrition school enrollment in the contract application for funding. Instructions for school enrollment are available at <http://www.fns.usda.gov/tn/Join/index.htm>. This is not applicable to childcare centers.
- 2.1.3 The school or childcare center must designate an individual to serve as the contact from the school/childcare center. Anyone may serve as a designated contact, however, the contract must be supported with a signed letter of commitment on letterhead from the school/childcare administrator.
- 2.1.4 Unless otherwise specified herein, the Contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.
- 2.1.5 The Contractor shall design and develop a detailed activity plan to implement the approved proposal for the contract period based on the budget amount awarded.

### **2.2 Deliverables and Outcomes**

- 2.2.1 Implement, operate, and satisfy all requirements of the detailed activity plan and insure that all requirements of the plan as approved by the state agency are performed and accomplished. Only those activities specifically approved in the plan shall be performed.
- 2.2.2 Develop and implement (partially or completely) at least one new nutrition policy or policy change in the school or childcare center, resulting in improved nutrition policy.
- 2.2.3 Participate in the statewide Team Nutrition evaluation using the modified *Changing the Scene* checklist.
- 2.2.4 Promote and increase public awareness of Team Nutrition messages and activities through local media coverage.
- 2.2.5 Utilize a minimum of two TN communication channels (in addition to media coverage) as outlined by TN, including foodservice initiatives, classroom activities, school-wide events, home activities, and/or community programs and events.
- 2.2.6 Involve Missouri children in activities that promote Team Nutrition messages.
- 2.2.7 Create and/or improve a healthier nutrition environment in the school or childcare center.

2.2.8 Recruit community support for healthy nutrition environments in schools or childcare centers.

2.2.9 Conduct an evaluation of Team Nutrition activities within the school or childcare center.

2.2.10 Complete mid-year and final reports within specified contract timeframes.

## **2.3 Reporting Requirements**

2.3.1 The Contractor shall submit a mid-year progress report by January 30, 2005 and a final progress report by June 30, 2005.

2.3.2 The mid-year progress report shall include the following:

1. Request for technical assistance if need is identified.
2. Brief description of planned contract activities.
3. Description of major accomplishments for each activity and dates of accomplishment.
4. Draft or final copy of nutrition policy developed to support a healthy school/childcare environment.
5. Description of deviations from proposed plan; difficulties encountered and solutions developed, subject to prior approval of the Missouri Team Nutrition project director.
6. Explanation of contract fund expenditures accompanied by invoices/receipts to document all expenditures to date.
7. List of key activities planned for remainder of contract.
8. Other unique aspects that the school would like to share.

2.3.3 The final progress report shall include the following:

1. Brief description of completed contract activities.
2. Description of major accomplishments for each activity and dates of accomplishment.
3. Draft or final copy of nutrition policy developed to support a healthy school/childcare environment as well as a report of the status of the policy implementation.
4. Description of deviations from proposed plan; difficulties encountered and solutions developed, subject to prior approval of the Missouri Team Nutrition project director.
5. Explanation of contract fund expenditures accompanied by invoices/receipts to document all expenditures.
6. The policy to keep equipment and software purchased with TN funds from theft or vandalism, if applicable.
7. Evaluation of contract activities, including the modified *Changing the Scene* Improvement Checklist.
8. Copies of print media coverage and/or a description of video media coverage.



## **2.4 Payment and Invoicing Requirements**

- 2.4.1 The Contractor shall submit two invoices for payment within the contract period corresponding with the mandated progress report timeframes. The Department reserves the right to deny payment on invoices submitted past the specified timeframes of the two reports.
- 2.4.2 Contractor shall invoice one-half of contract award per invoice. Invoices shall include copies of invoices and/or receipts for expenditures to date.
- 2.4.3 The Contractor shall submit to the Department uniquely identifiable invoices for payment processing. Uniquely identifiable means the particular invoice or bill can be distinguished by invoice number from a previously submitted invoice or bill (Attachment 1).
- 2.4.4 If a request by the Contractor for payment is denied, the Department shall provide the Contractor with written notice of the reason(s) for denial.
- 2.4.5 If the Contractor is overpaid by the Department, the Contractor shall issue a check made payable to "DHSS-DOA Fee Receipts" upon official notification by the Department and shall mail the payment to:

Missouri Department of Health and Senior Services  
ATTN: Fee Receipts Unit  
PO Box 570  
Jefferson City, MO 65102

- 2.4.6 The Contractor shall submit all invoices/receipts and progress reports to:

Missouri Department of Health and Senior Services  
Nutrition Policy and Education Unit  
PO Box 570  
Jefferson City MO 65102-0570

## **2.5 Other Contractual Requirements**

- 2.5.1 Materials developed under this TN contract must be submitted in an electronic format (preferably Microsoft Word) and a hard copy must also be submitted at the end of the contract period. Missouri Department of Health and Senior Services reserves a royalty-free copyright of any materials developed with TN contract funding but this does not necessarily imply any endorsement or approval of the material contents.

- 2.5.2 Contracts will be reviewed by MDHSS staff through progress reports, supporting documentation, and at least one on-site by July 30, 2005.
- 2.5.3 Failure to comply with any or all provisions of this contract and/or applicable law may result in immediate contract termination; and the Contractor shall pay to the Department all or a portion of funds paid to the Contractor pursuant to this contract during the contract period without proof of loss or damages.
- 2.5.4 The Department reserves the right to terminate the contract in whole or in part at any time, for the convenience of the Department, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination, pursuant to this paragraph, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the Department, become property of the Department. The Contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the Department and for all non-cancelable obligations pursuant to the contract prior to the effective date of termination.
- 2.5.5 If state and/or federal funds are not appropriated, continued, or available at a sufficient level to fund this contract, or in the event of a change in federal or state law relevant to this contract, the obligations of each party may, at the sole discretion of the Department, be terminated in whole or in part, effective immediately or as determined by the Department, upon date of certified mailing, facsimile, or e-mail of written notice to the Contractor by the Department.
- 2.5.6 The Contractor shall be responsible for all claims, actions, liability, and loss (including court costs and attorney's fees) for any and all injury or damage (including death) occurring as a result of the Contractor's performance or the performance of any subcontractor, involving any equipment used or service provided, under the terms and conditions of this contract or any subcontract, or any condition created thereby, or based upon any violation of state or federal statute, ordinance, building code, or regulation by Contractor. However, the Contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State, including its agencies, employees, and assigns.
- 2.5.7 This contract shall be governed by a construed in accordance with the laws of the State of Missouri. The Contractor shall comply with all federal and state laws applicable to this contract including but not limited to those laws authorizing or governing the use of the federal funds paid to the Contactor through this contract.
- 2.5.8 Any notice to the Contactor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

- 2.5.9 The Contractor shall retain all books, records, and other documents relevant to this contract for a period of three (3) years after final payment or the completion of an audit, whichever is later. The Contractor shall allow authorized representatives of the Department, State, and Federal Government to inspect these records upon request. If any litigation, claim, negotiation, audit or other actions involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- 2.5.10 Any changes to the contract shall only be made by execution of a written contract amendment.

### 3. PROPOSAL SUBMISSION INFORMATION

#### 3.1 Submission of Proposals:

- 3.1.1 The offeror's proposal must be received in a sealed envelope on or before the receipt time and date published on the front page of the IFP at the address listed below.

Missouri Department of Health and Senior Services  
Division of Administration  
Bureau of Contracts and Procurement  
930 Wildwood  
Jefferson City, MO 65109

- a. Proposals may be submitted through the U.S. Postal Service to the address below. However, mailing proposals to the P.O. Box does not guarantee receipt of the proposal document by the Bureau of Contracts and Procurement before the required receipt date and time.

Missouri Department of Health and Senior Services  
Bureau of Contracts and Procurement  
P. O. Box 570  
Jefferson City, MO 65102-0570

- b. The outermost, sealed envelope should clearly identify "IFP #0506" in the lower left corner of the envelope. Example:

Return address	Missouri Department of Health and Senior Services Division of Administration Bureau of Contracts and Procurement 930 Wildwood Jefferson City, MO 65109
IFP #0506	

- 3.1.2 Faxed or emailed proposals will not be accepted.
- 3.1.3 **Proposals received after the receipt date and time as published on the front page of the IFP will not be considered or evaluated.**
- 3.1.4 Proposals should be typed. Do not staple.

3.1.5 Original proposal must be submitted along with the number of photocopies listed on the cover page of the proposal. All proposals and copies should minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding.

3.1.6 Offerors submitting proposals must include the following information:

- a. The signed page one (cover page) from the original IFP and all signed amendments should be placed at the beginning of the proposal. These form(s) must include an original signature (preferably signed in blue ink), no stamped signatures. The signature must be that of an individual legally authorized to sign contracts for the agency.
- b. Team Nutrition contact.
- c. Goals and Objectives.
- d. Proposed project activities.
- e. Project timeline and persons responsible for each task.
- f. Signed letter of commitment on letterhead.
- g. Budget.

### **3.2 Offeror's Contacts:**

3.2.1 Offerors submitting proposals are cautioned not to contact any employee of the Department except the Buyer of Record listed on the cover page of this document, regarding this Invitation for Proposals. Questions may be directed to the following address:

Missouri Department of Health and Senior Services  
Division of Administration – Bureau of Contracts and Procurement  
P.O. Box 570  
Jefferson City, MO 65102-0570  
Telephone No.: (573) 526-3222

3.2.2 The Offeror is advised that the only official position of the Department is that position which is stated in writing and issued by the Department as an Invitation for Proposal and any amendments thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement on behalf of the Department.

The official IFP can be viewed at the Department Internet site, <http://www.dhss.mo.gov> by clicking on the "Public Notices" link.

### **3.3 Evaluation Process**

- 3.3.1 All proposals will be reviewed and scored by an evaluation committee. Representatives of the Department will conduct the evaluation process. The committee shall include: an MDHSS registered dietitian, an MDHSS program specialist, a DESE school food services professional, an MDHSS childcare program professional (CACFP), a community nutritionist (HCNEI) and a local school administrator.
- 3.3.2 After determining that a proposal satisfies the mandatory requirements stated in the Invitation for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposals in accordance with the evaluation criteria stated below.
- 3.3.3 Proposal evaluation will be based on a 100 point total to be applied as follows:

1) Team Nutrition contact and key staff are identified	up to 5 points
2) Application objectives	up to 25 points
3) Proposed project activities are designed to implement new or innovative approaches to promote healthful eating and coordinated school or childcare nutrition programs that may be used as a model for other Missouri schools or daycare centers	up to 25 points
4) Application includes project timeline	up to 15 points
5) Signed letter of commitment on letterhead provided from school/childcare administrator	up to 5 points
6) Budget demonstrates how funds will be spent consistently with project objectives and specific activities	up to 20 points
7) The contract application is clear, well-organized, complete, and succinct	up to 5 points

### **3.4 Evaluation of Method of Performance**

- 3.4.1 Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the IFP. Therefore, the Offeror should present a written narrative that demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 3.4.2 The method by which the proposed method of performance is written is left to the discretion of the Offeror. However, the following method is recommended:

Cover Sheet

## Technical Proposal including:

- A proposal summary
- Introduction to the school or childcare center
- Problem statement (or needs assessment)
- Proposal goals and objectives
- Project design/methods
- Project evaluation
- Proposal budget
- Proposal budget narrative
- Appendices that includes a letter of support

- 3.4.3 In presenting the method of performance, the Offeror should submit or describe the following:

Cover Sheet

- ◆ Header: Missouri Team Nutrition Contract Proposal 2004
- ◆ School or childcare center name and mailing address
- ◆ Contact name, phone # and email
- ◆ Total dollar amount request

Proposal Summary

- ◆ Appears at the beginning of the proposal and outlines the project. It should be brief, no longer than two or three paragraphs.
- ◆ The summary becomes the foundation of the proposal. The summary will be used on the Missouri Team Nutrition web page to describe the project.

Introduction to the school or childcare center

- ◆ The information should be relevant to the goals of the contract and should establish the applicant's credibility.
- ◆ Identify school or childcare center contact person.

Problem Statement (Needs Assessment)

- ◆ It should be a clear, concise, well-supported statement of the problem to be overcome or the needs to be addressed by the contract.
- ◆ An applicant should include data collected during a needs assessment that would illustrate the problems to be addressed.
- ◆ Use statistics to support existence of your problem or issue.
- ◆ Set up the delivery of your goals and objectives.

Proposal Goals and Objectives

- ◆ Goals and objectives should be clearly stated.
- ◆ Goals are general and offer the reviewer an understanding of the emphasis of your program.

- ◆ Objectives are specific, measurable outcomes. They should be realistic and attainable.
- ◆ Applicants should explain the expected results and benefits of each objective.

#### Project Design/Methods

- ◆ The project method outlines the rationale of tasks or activities that will be accomplished with the available resources to meet the proposal objectives.
- ◆ Describe in detail the activities that will take place in order to achieve desired objectives.
- ◆ Make sure your methods are realistic and cost-effective.
- ◆ In addition to a narrative, structure the project method or design as a timeline, with tasks or activities laid out in a schedule over the contract period, with persons responsible for each task.

#### Project Evaluation

- ◆ Applicants should develop criteria to assess progress toward objectives and goals. It is important to define carefully and exactly how success will be determined.
- ◆ In addition to the project evaluation, each contract recipient will participate in the statewide Team Nutrition evaluation by completing the adapted *Changing the Scene* Improvement checklist that will be provided to all Contractors.

#### Proposal Budget

- ◆ A detailed, itemized budget is required.

#### Proposal Budget Narrative

- ◆ The budget narrative includes supporting justification for each budget category. The justification must provide detailed summaries, which clearly itemize the costs associated with the respective line items. The budget should demonstrate consistency with project activities. If more than one activity is proposed with TN contract funds, divide the budget into sections, itemizing costs for each activity.

#### Appendices

- ◆ Include a signed letter of commitment on letterhead from the school or childcare center administrator. Letters of commitment should include an understanding of and support for the activities of the proposal, as well as the commitment of the staff responsible.
- ◆ Include additional information that strengthens the contract proposal, justifies expenses or that is referenced in the proposal. Please do not include background information in the appendices or information that is not specifically relevant.


3.4.4 The Offeror should also provide a sequential step-by-step description of the tasks or events that are proposed to accomplish the requirements of the IFP in the form of a timeline. The Offeror should specify the personnel proposed to perform each task.

### **3.5 Award Process**



- 3.5.1 The Department will officially notify Offerors not receiving a contract in writing. The only official position of the Department will be issued in writing and signed by the Director of Administration (or designated representative) of the Missouri Department of Health and Senior Services. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- 3.5.2 Contracts will be awarded on a competitive basis and will be limited by the availability of funds.
- 3.5.3 In order for Missouri to assure a range of activities through the award of contracts, the following distribution framework may be used to prioritize awards:
- 40% for development and implementation of a coordinated child nutrition program that utilizes Component 1 of *Changing the Scene: A Commitment to Nutrition and Physical Activity*.
  - 20% for development and implementation of a coordinated child nutrition program that utilizes Component 3 of *Changing the Scene: Other Healthy Food Options*.
  - 20% for development and implementation of a coordinated child nutrition program that utilizes Component 5 of *Changing the Scene: Nutrition Education*.
  - 20% for development and implementation of a coordinated child nutrition program that utilizes Component 6 of *Changing the Scene: Marketing*.

Awarding of contracts within the distribution framework is contingent on successful application.

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES NUTRITION POLICY AND EDUCATION UNIT <b>Team Nutrition Contract Budget/Invoice</b></p>	Invoice Number _____
	Billing Period From _____ To _____
Contractor Name _____	Contract Number _____
<b>Category</b>	<b>Amount</b>
Equipment (Cost of equipment cannot exceed more than 10% of total contract amount)	
Operational Supplies (Paper, Printing, Promotional items, Food, etc.)	
Nutritional Education Materials (Curriculum, Classroom/School resources, Resource Books, Videos, etc.)	
Travel (Travel Expenses for staff/volunteers to planned activities)	
Software (Nutrition Analysis, etc)	
<b>Total Request</b>	
<b>Events</b> (Itemize cost for each event and/or intervention below, attach extra pages if additional space is needed)	
I certify that to the best of my knowledge and belief, this budget is true and correct in all respects, that records will be available to support this claim, that it is in accordance with the terms of existing contract; I recognize that I will be fully responsible for any excess amounts which may result from erroneous or neglectful reporting herein. I further certify that all documents in support of reimbursement shall be submitted to the Department of Health and Senior Services in accordance to the contract.	
Signature of Authorized Representative _____ Date _____  Title _____	